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7 March 1959

K- C/K 3/9

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Agenda for Senior Staff Meetings

1. At your request I have reviewed the suggestions made by the various components for improving the agenda of the Senior Staff Meetings and attach herewith a suggested agenda for the meeting scheduled for 9 March, which reflects the various suggestions that were made. I should note, however, that most of the suggestions, in fact about 95 per cent, came from the DD/S area, with a few from the DD/I area. I would also point out that the subjects suggested ranged all the way from bringing in outside speakers periodically to discussing the theory of management, specific operations, and various other items which are more appropriate for a smaller group or for specific occasions. The agenda which I have prepared for the 9 March meeting reflects those suggestions which were made which have a broad, over-all Agency impact.

2. You will note that the suggested agenda has brief items for all of the senior officers. This was one of the most repeated suggestions from the various components--that each of the senior officials report briefly at each Senior Staff Meeting. Finally, I would suggest that in the future agenda similar to the attached one be prepared and, rather than soliciting contributions, that I work out an agenda the week before and present it to the Deputies Meeting on the Friday preceding the Senior Staff Meeting.

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Lyman B. Kirkpatrick
Inspector General

Att.

CC: DDCI

ATTACHED AGENDA FILE 26

**Suggested Agenda for Senior Staff Meeting
9 March 1959**

DCI -

Major Developments in the World and in Washington Affecting CIA:

The Berlin Crisis - NSC and Congressional Briefings

Meetings with the Kilday Committee

STAT

DDCI -

STAT

DD/P -

Organizational Changes in the DD/P:

STAT

DD/I -

**Roundup of World Crisis Spots, including Adequacy of Intelligence
Community Coverage.**

DD/C -

**Progress Toward Completion of DCIDs.
Plans for Monitoring and Implementation of NSCIDs.**

DD/S -

**Bids on the New Building and Review of Items Which Now Can be
Included.**

IG -

**Agency Problems.
Work of Efficiency Task Force.
Meeting of President's Board in April.**

APR 11 10 07 AM '59